

SENTINEL FLU PROVIDERS
INSTRUCTIONS FOR THE COLLECTION/SUBMISSION OF SAMPLES
2016/2017

Sample Collection Kits:

Sentinel kits are prepared by DCLS and may be obtained from the Sample Kit Office at (804) 648-4480 x104.

Kit Contents:

- **8x10 biohazard bag with pouch & absorbent pad**
- **Secondary containment vessel (black and white)**
- **Sentinel flu provider instructions**
- **Ice packs (additional supplies upon request)**
- **Insulated shipper per IATA**
- **Itemized list of contents card**
- **Prepaid Return Service (RS) UPS mailing label**
- **Clinical microbiology/virology request form(s)**
- **Sterile nasopharyngeal flocked swab(s) with flexible handle (NP)******
- **Sterile viral transport media******

******Nasopharyngeal flocked swabs and viral transport media have expiration dates. Please verify the items are not expired prior to sample collection.**

INSTRUCTIONS FOR SAMPLE COLLECTION

Collect the sample as close to clinical onset as possible. DCLS must receive the sample within **72 hours of collection** using the provided shipper and cold packs.

Collection Procedures for NP Swab Samples:

1. Instruct the patient to sit with head tilted back slightly.
2. Insert the NP swab straight back into one nostril (not upwards) and horizontally to the nasopharynx up to the measured distance on the swab handle.
3. Rotate the swab up to 5 times and hold in place for 5-10 seconds to collect sample material.
4. Remove swab and insert into a vial containing viral transport media.
5. Break the swab handle at scored breakpoint line.
6. Label the vial with appropriate patient information.
7. Insert the sample into the 8x10 biohazard bag with pouch and absorbent.
8. Insert the completed green request form into the pouch of the bag.
9. Refrigerate the sample until shipping can occur.

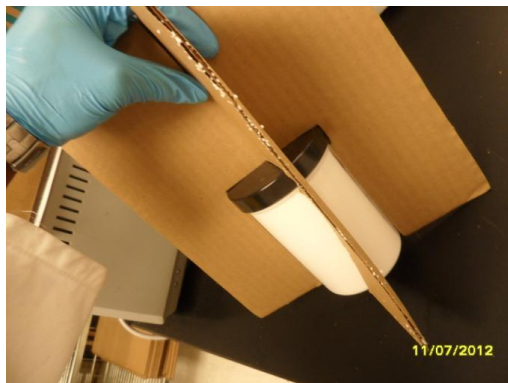
For information regarding sample collection, shipping or testing, please call 804-648-4480 x272.

INSTRUCTIONS FOR SAMPLE TRANSPORT
--

Package sample(s) for transport to the laboratory in compliance with shipping regulations detailed in IATA 1.5 AND 49 CFR Section 1720700 [U.S. Department of Transportation] using the provided shipper.

1. **Ensure that each sample is properly labeled and that the Clinical Microbiology/Virology Request Form is complete (front and back) for each sample collected.**
2. Open the black and white sealed secondary containment vessel, leaving the absorbent material in place.
3. Insert the labeled sample into any crevices created by the absorbent material within the secondary containment vessel and replace the black cap.
4. Place the secondary containment vessel into the cardboard insert in the following manner:
 - a. Flatten the cardboard insert.
 - b. Place the secondary containment vessel in the hole of the cardboard insert by inserting the black capped end first.

- c. While the cardboard insert and vessel are still in your hands, separate the cardboard insert such that it creates an X around the secondary containment vessel. (see photo on page 2 - LEFT)
5. Insert the cardboard insert into the Styrofoam box, with the secondary containment vessel at the bottom center of the insulated shipper. Place frozen cold packs into 2 of the 4 triangular compartments of the cardboard insert. Additional cold packs may be used if available to better control the temperature. (See photo on page 2 - RIGHT)



6. Place the Styrofoam lid on the Styrofoam shipper box.
7. Please complete the list of contents card described in the kit contents section above and place this card between the secondary receptacle and outer packaging in accordance with IATA Packing instructions 650.
8. Securely seal shipper, following the closing instructions found on the shipper.
9. Verify that the "UN3373 Biological Substance Category B" label on a side of the box not occupied by the directional labels.
10. Do not write anything on the box where the words "PROPER SHIPPING NAME" and "UN IDENTIFICATION NUMBER" appear. The UN3373 label will suffice.
11. A RS UPS label will be provided with your facility name and phone number.
12. Peel off the backing of the RS UPS label and affix to the top outside of the cardboard shipping box. This label should not cover any other labeling and should not extend beyond any edge of the package. Please retain the bottom portion of the label receipt for your shipment tracking.
13. If you do not have a daily UPS scheduled pick up, please call UPS at # 1-800-742-5877/1-800-PICK UPS (using the supplied UPS RS tracking number and your assigned UPS #) or contact your local health department Flu Coordinator regarding package drop off for delivery to the lab. **Do not ship on Friday or before a holiday.**
14. **Ship sample without delay. Sample must be received at DCLS within 72 hours of collection.**

Result Reporting:

Routine influenza surveillance monitoring results are mailed to the submitter. Results are NOT telephoned to submitters.

Sample Rejection:

Samples may be rejected for the following reasons:

1. Samples received in the laboratory more than 72 hours post collection (**NOTE: Please do not ship on Friday or before a holiday**)
2. Sample temperature requirements not maintained during shipment
3. Improperly or unlabeled samples (samples and forms must match exactly)
4. Insufficient volume
5. Sample collected in expired VTM
6. Samples collected in kits other than those supplied by DCLS
7. Excessive bacterial contamination

*Please forward
information or
questions about
sample collection
or transport to the
laboratory at
(804)-648-4480
x271 or x272.*